

**Appendix Y, CIVILIAN TIME AND ATTENDANCE (TIMECARDS) CHECKLIST, to 1A Cir 1-201**

**UNIT EVALUATED:** \_\_\_\_\_ **DATE EVALUATED:** \_\_\_\_\_

**INSPECTOR:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**OVERALL RATING:**      **MET STANDARDS**                      **NEEDS IMPROVEMENT**

*Instructions: Answers must be based on the actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).*

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|--|-----|----|----|
| 1. Is there an individual designated to supervise all civilian employees within the organization?  | YES | NO | NA |
| 2. Is the designated supervisor of each DA civilian employee charged with the verification of entries made on that employee's timecard?  | YES | NO | NA |
| 3. Is there a system/procedure in place, independent of the verification of the entries on the timecard, to corroborate that the civilian employee actually worked the hours specified on the timecard for each entry? | YES | NO | NA |
| 4. Is there a procedure for the turn-in/disposition of timecards to ensure that once signed by the supervisor, the timecard is not returned to/available to the employee?  | YES | NO | NA |
| 5. Is there a procedure to ensure that all timecards are received by the supporting timekeeper in a timely manner?   | YES | NO | NA |
| 6. Does the supervisor maintain a log of all compensatory time which the employee has earned to ensure that the employee receives all of his/her entitlement?  | YES | NO | NA |
| 7. Are all discrepancies observed/detected expeditiously reported to the Commander/Director and immediate corrective action initiated to remedy the deficiency?  | YES | NO | NA |
| 8. Are follow-up actions conducted in a timely manner to ensure that the corrective action undertaken has, in fact, corrected the deficiency and not permitted it to reoccur?  | YES | NO | NA |

**COMMENTS:** \_\_\_\_\_

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